



MADEIRA

Title: Director of Nursing
Department: Health Center
Reports to: Dean of Students
FLSA Status: 12 months Exempt

Position Purpose

Integrates knowledge, skills and clinical experience to meet the needs of the boarding and day communities (the students and their families), summer programs (both Madeira and contracted programs) and the faculty/staff community.

Key Accountabilities

Overall management of the Health and Wellness Center, including, but not limited to issues that related to: staffing, scheduling, budgeting, expenditures, inventory, medical record management, student appointments and transportation, management of required medical documentation from students and staff, communication with parents on health related issues.

Core responsibilities include:

- Integrating knowledge, technical skill, clinical experience, and management skills to assure that the needs of the students, their families, and the community are met
- Ensuring safe therapeutic care is delivered in a holistic and systematic way to the Madeira community
- Working closely with the contracted pediatric and orthopedic groups in developing standards and guidelines for the delivery of care
- Monitoring the compliance of school health programs with federal, state and local laws, regulations and policies.
- Teaching health and wellness topics to students as a member of the Student Life Department
- Participating in both the Dean of Students Team and the Health and Retention Committee
- Working in cooperation with the Dean of Students and Director of Counseling in addressing specific concerns and in planning and implementing community life curriculum for each grade level
- Providing individual and community health education
- Developing and documenting Health and Wellness policies and procedures, working to streamline and increase efficiencies
- Managing student health forms and records; data system management
- Working closely with the Athletics Department and the Athletic Trainer to build and develop interdepartmental relationships; acting as a liaison between the dorm faculty and the Health and Wellness Center
- Developing, implementing and maintaining concussion protocol in conjunction with the Athletic Trainer

- Communicating courteously and effectively; working cooperatively; demonstrating respect and understanding of others
- Providing direction and guidance to staff members regarding clinical practice as well as keeping current with emerging health related topics/practices and applying current nursing research and theory to daily practice to meet the needs of the students and community
- Ensuring appropriate department communication so that appropriate information is provided to other shifts
- Ensuring equipment and supplies are adequate, clean, neat and safe
- Maintaining records and tracking in health systems such as Magnus Health

Additional Responsibilities Include:

- Participating as an on-call rotation Nurse for weeknight and weekend duty; coming to campus as needed
- Accompanying and transporting a student to the hospital and/or doctor as needed
- Maintaining student confidential files and records
- Other duties as assigned

Working Environment

The physical demands of this job include; occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity. This job is performed under conditions with exposure to risk of injury and/or illness.

Position Requirements

• Skills & Knowledge	• Experience	• Education
<ul style="list-style-type: none"> • Ability to work with multiple constituencies (students, parents, faculty, staff and community members) • Strong interpersonal and excellent, communication, analytical, and organizational skills • Ability to work independently, but also team oriented and able to make independent decisions and solve practical problems with a variety of variables • Ability to work effectively and efficiently with multiple interruptions • Ability to be understanding, caring and sympathetic to the needs of adolescent girls and their families • Willingness & ability to work flexible work schedule, including occasional evenings & select weekends • Understands the unique needs of a school setting in maintaining confidentiality while maintaining school safety. • Strong proficiency with data management systems, data collections and basic computer applications (Word, Excel, Access, PowerPoint, email) willingness and ability to learn additional applications as needed; knowledge of Magnus Health a plus 	<ul style="list-style-type: none"> • 5-10 years pediatric/adolescent nursing experience required • Previous experience in triage and assessment skills required • 5-10 years supervisory/management experience required • Familiarity with educational institutions 	<ul style="list-style-type: none"> • Graduate of an accredited school of nursing • Registered Nurse licensed in the Commonwealth of Virginia or multi-state privilege required; Nurse Practitioner preferred • Master's degree preferred

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be consulted and notified of any changes before they become effective.